

# RANJITH R

## SENIOR.MANAGER HR

### ABOUT ME

20 years of rich experience in HR & IR professional with different versatile of Management, worked in different process industry like:

1. Ashok Leyland (Foundry Division) formerly Ennore Foundries at Ennore & Sriperumbudur plant.
2. T I Automotive ( Bundy India Limited ) – Fuel Tank Division (UK Based MNC ).
3. T I Automotive – ( Hanil Tubes India Pvt. Ltd) – Fuel Carrying Systems Division (UK Based MNC ).

### EDUCATION

- ✓ Post Graduate Diploma in Personal Management & Industrial Relations –  
(Madras School of Social Work, Chennai Egmore)
- ✓ Master of Business Administration
- ✓ Bachelor in Computer Application

### CONTACTS

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- Maduravoyal, Chennai,  
Tamilnadu

### PROFESSIONAL SKILLS

- ✓ Talent Acquisition
- ✓ Learning & Development
- ✓ Compensation & Benefits
- ✓ Performance Appraisal
- ✓ Statutory Compliance
- ✓ Industrial Relations
- ✓ Employee Engagement
- ✓ Apprenticeship Management
- ✓ Contract Labour

### CERTIFIED COURSE

- ✓ Internal Auditor - EMS 14001
- ✓ Internal Auditor - TS16949
- ✓ Internal Auditor - OHSAS 18001

### WORK EXPERIENCE

- ✓ **Sr.Manager HR (Head HR for Plant )**  
*April 2017 to Present*  
**Hanil Tube India Pvt Ltd**  
*UK based MNC Company, Manufactures of Fuel Carrying Systems and Brake lining for Car, manpower of 1000. (Customer – M/s Hyundai )*
- ✓ **Manager HR (Head HR for Plant)**  
*2015-2017  
3 years*  
**Bundy India Limited**  
*UK Based MNC Company, Fuel tank Manufacturing Company (Customers – M/s Renault Nissan ,General Motors & Hyundai ).*
- ✓ **Asst. Manager HR & IR**  
*2001 - 2014  
14 years*  
**Hinduja Foundries Ltd (Ashok Leyland group)**  
*Foundry division of Ashok Leyland, Grey Iron & Aluminum castings Manufacturing Industry, Automobile segment Turnover of 1000 crores having manpower of 2500.*

### REFERENCES

- |   |  |   |
|---|--|---|
| ✓ <b>Person 1</b><br>Mr.K.Ramesh<br>VP – HR<br>Delphi TVS | ✓ <b>Person 2</b><br>Mr.Arul Anandha Prabu<br>ED - HR<br>Royal Enfield | ✓ <b>Person 3</b><br>Mr.Rajan Babu<br>President<br>Sharp HR Forum |
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### INTERNATIONAL TRAINING PROGRAMME

- ✓ Code of Business Conduct – China, Shanghai
- ✓ Leadership Skill Training – China , Beijing
- ✓ Annual HR Meetings - China, Guangzhou &  
West Shangai

## Extracurricular Activities:

Member in HR Forums

CSR Volunteer

Guest lectures – Schools & Colleges

## FUNCTIONING SKILLS & ITS ACTIVITIES

### Manpower Planning & Recruitment:

- ✚ Review Manpower utilization & Forecasting the demand.
- ✚ Obtaining the approval from Top Management.
- ✚ Recruiting through referral system or consultants.
- ✚ Organizing direct discussions (F2F)
- ✚ Conducting Psychometric Test if required.
- ✚ Negotiation and finalization of CTC.
- ✚ Back ground verification (Previous Experience).
- ✚ Joining Formalities, including Medical checkup.
- ✚ Organizing Induction programme.
- ✚ Maintaining personnel file.

### Performance Appraisal:

- ✚ Preparing KRA & KPI for each and every position.
- ✚ Preparing Competency / Skill Matrix for all level.
- ✚ Preparing assessment sheet and circulate to HOD's.
- ✚ Concluding the sheet with KRA & achievements.
- ✚ Analyzing appraisal in Bell curve method.
- ✚ Preparing Increment/Promotion letters.
- ✚ Maintaining consolidated appraisal data's.

### Act Apprentice / Neem Trainee:

- ✚ Registration of apprentice/ Neem Trainee.
- ✚ Preparation of Trade wise requirements and get approval.
- ✚ Conduct campus selection at Government centre/colleges.
- ✚ Registration of contract forms within the stipulated time.
- ✚ Maintaining separate forms & registers for apprentice.
- ✚ Follow-up with RI centre & BOAT-Taramani & Facilitator.
- ✚ Submission of reimbursement claims and following.

### Canteen Management:

- ✚ Manpower allocation & supervision of canteen services.
- ✚ Maintaining canteen recovery details.
- ✚ Material Management.
- ✚ Vendor Management.
- ✚ Organizing canteen committee.
- ✚ Ensuring food hygiene and neatness of canteen employees
- ✚ Organizing medical test for Canteen employees as per the statutory requirements.

### Industrial Relations:

- ✚ Maintain Industrial Harmony in work environment.
- ✚ Enforcement of discipline as per the Standing order.
- ✚ Conducting domestic enquiry for misconducts.
- ✚ Grievances readdress & handling union.
- ✚ Handling Strike/Lay off/Lock out etc...
- ✚ Maintain good relationship with local villagers.
- ✚ Knowledge in wage settlement (under 18(1) & 12(3) settlement).

### Learning & Development:

- ✚ Identifying Business Plan/Goal/Company needs.
- ✚ TNA through Competency Matrix/Skill Matrix.
- ✚ Preparing and get approval for Training Budget.
- ✚ Identifying Internal/External faculty.
- ✚ Preparing Training calendar and monthly plan.
- ✚ Arrangement of Training programme.
- ✚ Ensuring the Training effectiveness.
- ✚ Maintaining Training Records like (Attendance sheet, pre & post questionnaire, feedback form and ROI evidence).

### Statutory Compliance:

- ✚ Liasoning with Inspector of Factories & Labour department.
- ✚ Maintaining forms & registers pertaining to Factories Act.
- ✚ Renewal of Licenses as per the requirements.
- ✚ Employee Mediclaim policy.
- ✚ GPA/Workmen compensation.
- ✚ Deduction of submission of contribution under ESIC & EPF.

### Contract Labour Management:

- ✚ Register of contractors with I.F office.
- ✚ Preparing and renewal of contract agreement.
- ✚ Preparing and issuing of Form V for contract license.
- ✚ Ensuring the contractors forms & registers pertaining to Act.
- ✚ Successful implementation of 75:25 ratio

### Compensation & Benefits:

- ✚ Design C & B based on the business Goals & Strategy.
- ✚ Create a consistent Compensation Guideline.
- ✚ Analyze the Job Description
- ✚ Conduct labour market research/survey.
- ✚ Conduct Employees survey in the Organization.
- ✚ Ensure the C & B Compliance with Labour Law.
- ✚ Maintain the Employees Satisfaction level.

### Other Highlights:

- ✚ Obtained Approval for Basic Training Centre.
- ✚ Reduced absenteeism through counseling.
- ✚ Overhead cost optimization through sub contract.
- ✚ Conducted enquiry as an Enquiry officer.
- ✚ Signed 18(1) Wage & Bonus settlements



## Personal details:

Date of Birth : 10.04.1980  
Father's Name : C. Ramachandran  
Marital Status : Married.  
Language : Tamil, English & Malayalam  
Present CTC : 14.65 Lakhs  
Notice Period : Short Notice

## **ACCOMPLISHMENTS & ACCOUNTABILITY**

1. Successfully handled the Union formation situation and stopped union formation , maintained Harmonious relationship and built a positive culture Environment.
2. Implemented Self-Managed Team concept and inculcate the Leadership culture among the Junior Engineers.
3. Developed Second level leadership in all critical areas and successfully managed the situation.
4. Implemented the following best practices (Monthly performance review meeting ,Best Employee of the Month , Best performing Team of the Month, Best Suggestion of the Month, Women's day celebration , Best PPS of the Quarter and Best Yokoten of the Month )
5. Maintained the Attrition Level with in 5%
6. Developed EVP for Trainees – Obtained Approval for Career Development Plan from the Regional Management.
7. Improvement, sustainability in Employee productivity & achieving the Employee excellence.
8. Meet out the HR Budgetary Objectives
9. Ensure 100% statutory compliance with relate to All Applicable laws.
10. Successfully handled 2 groups of work committee and signed 18(1) settlement
11. Successfully implemented Piece rate system by out sourcing and implemented cost savings.
12. Domestic Enquiry for Major Indiscipline cases & terminated .
13. Individually Conducted Enquiry for cases like habitual absenteeism, Spot missing cases, Sleeping while on duty, Misbehavior, Disobedience, Alcoholism etc...
14. In certain indiscipline cases the following has to be maintained (warning letter, charge sheet, suspension letter, and termination or dismissal order).
15. Handled Illegal strike, concluded with conciliation officers.
16. Handled union issues with trade unions & registered unions (CITU, AICTU, DMK & ADMK).
17. Handled employees/staff Grievances through complaints committee.
18. Handled all legal issues Independently and with guidance of T.S.Gopalan & Co (Sr.Advocate)
19. Maintained Good relationship with local villagers & Implementing CSR activities.
20. Revisited all Old HR related policies and obtained approval from Regional Management.

***Yours Faithfully***  
**RANJITH R**